



The Secret Garden
Outdoor Nursery,
Fife

Wipes are to be used after all toileting activities, disposed of in waste bag.

Aware of the need to maintain the privacy and dignity of all children, staff must ensure that members of the public and visitors are not present when children are toileting.

Resource check list:

- ✓ Toilet box – containing toilet paper, hand sanitiser, bio-degradable wipes & biodegradable waste bags
- ✓ Poo bucket – containing first layer sawdust
- ✓ Toilet tarp

At each base site:

- ✓ Identify a suitable area for toileting, this area may have a log or stump for the girls to use if they wish
- ✓ Set up toilet tarp to offer shelter from weather. If a child shows signs of needing privacy please find or create a suitable alternative area
- ✓ Have toilet box, with wipes on top
- ✓ Have poo bucket
- ✓ Have bag to place waste wipes in



As with all tasks at The Secret Garden it is beneficial to encourage the children to look after themselves. If they say 'I need a poo', rather than taking the task from them, encourage them to locate the poo box and be ready to assist if need be, but try and encourage self sufficiency.

Staff will instruct children about hand hygiene after toileting and be vigilant about its practice by children in the toileting area.

Poo procedure:

- Lid off bucket
- Lid off toilet box, paper easy at hand
- Do the job

H&S issue: be aware of the potential for back damage when assisting a child in toileting;

- Encourage child to wipe own bottom
- Paper in bucket
- Cover poo and paper with sawdust if at compost bin, leaf mould elsewhere
- Lid back on bucket securely
- Staff and children clean hands with wipes and then hand sanitiser
- Wipes disposed of in waste bag
- Lid back on securely, wipes placed on top
- At end of day empty the poo bucket into compost bin at White Tent site, cover with layer of sawdust, ensure compost bin lid is closed.

Changing procedure in event of accidents:

- Allow child access to blue changing tent or under toilet tarp
- Assist if necessary
- Use wipes and hand sanitiser

Nappy changing:

- Blue changing tent
- Changing mat
- Anti bacterial wipes
- Hand sanitiser
- Wipes
- Nappy
- Nappy sack

Winter

- Individual fleece liner to be placed on changing mat for comfort and to protect from cold

Procedure:

- Erect changing tent against the wind,
- Clean hands with hand sanitiser
- Child ready on mat (with fleece liner in winter)
- Change nappy
- Dispose of nappy and wipes in nappy sack
- Nappy sack to go home with child
- Clean hands with wipes and then hand sanitiser
- Changing mat to be cleaned with anti bacterial wipes
- Fleece to be washed on daily basis at appropriate temperature. If fouled during changing use a clean fleece for next change.